

Minutes of the Veneta City Council Meeting June 8, 2020

Present: Keith Weiss, Mayor; Thomas Cotter, Council President; Robbie McCoy, Councilor; Calvin Kenney, Councilor (via telephone); Pat Coy, Councilor

Others: Matt Michel, City Administrator; Shauna Hartz, Finance Director; Evan MacKenzie, Community Development Director; Stacy Cornelius, HR Generalist/Program Manager; Darci Henneman, City Recorder; Herb Vloedman; Terah Van Dusen, Fern Ridge Review

1. CALL TO ORDER

Mayor Weiss called the Veneta City Council to order at 6:31 p.m.

2. PUBLIC COMMENT

None

3. PUBLIC HEARING ON USES OF STATE SHARED REVENUE

a. Mayor Weiss opened the Public Hearing at 6:31 p.m.

b. Staff Report/Agenda Item Summary – S. Hartz

Hartz said this hearing is required in order for us to be eligible to receive State Shared Revenue as well as give citizens the opportunity to discuss with the Council, the uses we have proposed for the upcoming budget year. It is also required that the Budget Committee hold a Public Hearing, which took place on May 21, 2020. No public comments were made. We are proposing to use the State Shared Revenue we receive in ways we have used it in the past, basically operating costs in the General fund, Parks and Recreation, Law Enforcement, and Street funds. She is anticipating a slight decrease in the total amount mainly because of the gas tax and depending on how much people will travel because of the recent travel restrictions. She did reduce it slightly from what has been used in the past.

c. Public Comment

None

d. Questions from Council

In response to a question from Mayor Weiss, Hartz said the State Shared Revenue consists of gas tax, marijuana tax, tobacco, and liquor taxes.

e. Mayor Weiss closed the Public Hearing at 6:33 p.m.

f. Council Deliberation (if needed)

None

4. PUBLIC HEARING ON APPROVED BUDGET FOR FISCAL YEAR 2020-21

a. Mayor Weiss opened the Public Hearing at 6:33 p.m.

b. Staff Report/Agenda Item Summary – S. Hartz

Hartz said FY2020-21 budget is scheduled to be adopted at the June 22, 2020 Council meeting. She said before that can happen a Public Hearing is required. The Hearing is based on the approved budget from the Budget Committee, which happened on May 21st. We are required to publish the Public Hearing notice which was done. She said this is an opportunity for the public to discuss the budget with the Council before final adoption.

c. Public Comment
None

d. Questions from Council
None

e. Mayor Weiss closed the Public Hearing at 6:34 p.m.

f. Council Deliberation (if needed)
None

5. LEGISLATIVE PUBLIC HEARING – VENETA MUNICIPAL CODE UPDATES TYPE I – V PROCEDURES

a. Mayor Weiss opened the Public Hearing at 6:35 p.m.

b. Staff Report/Agenda Item Summary – E. MacKenzie

MacKenzie said Legal Counsel requested a few minor changes prior to adoption of the ordinance, mostly with the way we adopt it, and not with the content. He said we are not asking for a First Reading tonight. He said there is a lot of material because the Track Change version of the documents is attached to the AIS and the final version is attached to the ordinance. He said this project was on Kay Bork's to-do list and was started prior to his arrival at Veneta. He said some of her code changes were significant but this project doesn't require a lot of public input. He said we're not actually changing what people are allowed to do, but making our code reasonably consistent with many others in the state as well as around the country. He said these changes basically put all of the procedures in one place and hopefully the changes streamline the process.

c. Public Comment

Herb Vloedman, 25115 Luther Ln., Veneta, OR

Mr. Vloedman said he wanted to commend City staff for the effort taken to make these changes. He said this was done with a lot of community input and prior to MacKenzie arriving in Veneta, many people spoke up that the process was a little convoluted and discouraging. He said he felt this is a great first step forward in making the process easier to understand and eliminates many issues.

d. Questions from Council

In response to a question from Councilor Kenney, MacKenzie said after the Planning Commission reviewed similar materials, they recommended the matter go to the Council for approval. He said after that review, staff found a very minor change in some procedural language in Article 4 that we didn't know was there. He said that was the only difference between the two sets of materials.

e. Mayor Weiss closed the Public Hearing at 6:46 p.m.

f. Council Deliberation (if needed)

g. **FIRST READING, ORDINANCE NO. 557 – AN ORDINANCE ADOPTING AMENDMENTS TO LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 for First Reading by title only.**

Michel said after Legal Counsel, Carrie Connelly, reviewed the packet materials, she recommended First Reading of Ordinance No. 557 be postponed to June 22, 2020. She indicated a few minor changes are needed before the ordinance should be adopted.

Ordinance No. 557 was not read into the record by title only but will be on the June 22, 2020 Council agenda for First Reading by title only.

6. CONSENT AGENDA

MOTION: Council President Thomas Cotter made a motion to approve the consent agenda as presented. Councilor McCoy seconded the motion.

VOTE: Councilor Calvin Kenney, aye; Councilor Thomas Cotter, aye; Mayor Keith Weiss, aye; Councilor Robbie McCoy, aye; Councilor Pat Coy, aye.

The consent agenda as approved Minutes for May 11, 2020 Work Session, Minutes for May 11, 2020, Accounts Payable - Paid Invoices Through May 26, 2020, Unpaid Invoices Through June 3, 2020, Request from Food for Lane County to use Territorial Park for Summer Lunch Program.

7. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Activity Report

Sgt. Sieczkowski said overall calls for service decreased in May 2020. He said there were 33 Property calls that generated 14 case numbers; 26 Person calls that generated 4 case numbers; 81 Public Order calls but no case numbers were generated; 33 Individual Welfare calls that generated 5 case numbers; 30 Vehicle calls that generated 2 case numbers; 4 Offenses Against State calls that all generated case numbers; 2 Civil calls with no case numbers; and 24 calls to the Skate Park but no case numbers. Deputies also self-generated 93 calls for service.

In response to a question from Mayor Weiss, Sgt. Sieczkowski said entering Phase 2 generated a little more traffic but not as many calls as we had in May 2019. He said they are preparing for a low water season this year and he doesn't think Fall Creek Reservoir will open. Fern Ridge Reservoir has water but other reservoirs won't get filled. He said we might see more recreation at Fern Ridge Reservoir.

Sgt. Sieczkowski said they have been active and dealing with emergencies as needed and maintaining the best with what they have.

b. Council/Committee Liaison Reports

Council President Cotter said he has meetings Tuesday and Wednesday of next week.

Councilor McCoy said the Chamber Board meeting is tomorrow from 3:00 to 5:00 p.m. and Wednesday's Chamber luncheon has been canceled.

Councilor Coy said the Veneta Homeless Advocacy Board (VHAB) had a meeting a while back over the phone but there's not a lot happening. He said he wants to tour Tax Lot 400, we should have a R.A.R.E. participant by September, who will hopefully have more to do with VHAB, Kiwanis started meeting again and will meet at the Service Center tomorrow, and lastly the Service Center is starting a gradual reopening.

Councilor Kenney said he called into a Lane ACT meeting and ODOT staff is tele-communicating all of their meetings. He said meeting attendance is up so they decided to continue with tele-communicating all meetings. He said it also cuts down on greenhouse gases. He said the cities of Eugene and Springfield submitted grant applications for several roundabouts.

In response to a question from Mayor Weiss, Councilor Kenney said the bus route from Eugene to Florence is still running and holding its own. He said Lane Transit District (LTD) is taking a beating because of social distancing, fewer people traveling, and they've had to reduce their routes.

8. STAFF REPORTS

a. HR Generalist/Program Manager.....Stacy Cornelius

(1) Adoption of Revised Veneta Community Pool Employee Manual

i. Agenda Item Summary

Cornelius said she has two Resolutions for consideration tonight. She said the first one addresses revisions to the pool employee manual. She said the last time the manual was revised was in 2018. She said the few updates needed address drug testing and safety positions, smoking, general pool rules, and also provide some clarification where necessary. Staff is requesting the Council approve Resolution No. 1296.

ii. **RESOLUTION No. 1296 – A RESOLUTION ADOPTING THE VENETA COMMUNITY POOL EMPLOYEE MANUAL AND REPEALING RESOLUTION NO. 1250**

MOTION: Councilor Cotter made a motion to approve Resolution No. 1296, a Resolution adopting the Veneta Community Pool Employee Manual and repealing Resolution No. 1250. Councilor Coy seconded the motion which passed with a vote of 5-0.

(2) Adoption of Revised City of Veneta Employee Handbook

i. Agenda Item Summary

Cornelius said the City of Veneta Employee Handbook was last updated in 2014. She said there have been several additions and changes with State employment laws. The current revisions to the City's handbook policies address employment laws or issues, and correct grammatical or style issues from the 2014 version. The updated version also adds a new policy - Pregnancy Accommodations and added a significantly revised No-Harassment Policy and a No-Discrimination/No-Retaliation Policy. She said the City added "gender identity" and "domestic violence victim status" and language prohibiting retaliation against someone in a protected class recognized under the law. She reviewed a list of additional revisions that were included in this update. Staff is requesting the Council approve Resolution No. 1297.

ii. **RESOLUTION No. 1297 – A RESOLUTION ADOPTING THE CITY OF VENETA EMPLOYEE HANDBOOK AND REPEALING RESOLUTION NO. 1153**

MOTION: Councilor Cotter made a motion to approve Resolution No. 1297, a Resolution adopting the Veneta Employee Handbook and repealing Resolution No. 1153. Councilor Coy seconded the motion which passed with a vote of 5-0.

b. Community Development Director.....Evan MacKenzie

(1) Transportation System Development Charges – Consideration of Options

MacKenzie said the Council has reviewed these materials previously, the work that was provided by the consultant, and a project list for a 20 year horizon. He said the list includes more than we likely can get done. However, if we were actually going to build all of those, the Transportation SDC would be over \$13,000. He said the Council was not comfortable with that number and asked staff to develop options. The first option was to prioritize projects by their SDC eligibility. Projects range from 100% SDC eligible to 29% eligible. That option didn't take enough off the list to reduce our overall spending so they didn't run a calculation (71 million dollars in projects down to 51 million dollars in projects which really didn't result in a reduced fee. He said then we looked at prioritizing projects by low, medium, and high priority. He said if we remove low priority projects, we get a significant benefit which drops the SDC eligible project list to 13.5 million dollars. If we only do high priority projects, it drops it down to a little over 3 million dollars. That's a huge reduction but doesn't get much built. It's a good figure but would not fund enough projects to mitigate our increasing traffic, so we likely don't want to go there. He said if we base

the fee on something a little higher than that and keep the entire project list knowing that we can't fund them all but with a reasonable fee that would be sufficient to build the high priority projects and hopefully a few other, or not all high priority but more. He suggested having a fee that is similar to cities our size and in our region. He said the Council directed staff to come up with a fee of around \$3800. The consultant came up with a lower number of around \$3650 per PM peak hour trip. Staff is recommending the Council approve Option 2 and asked for direction to formally initiate an update to the Transportation SDC and set the fee amount.

In response to a question from Councilor Coy, MacKenzie said he's not sure when the Transportation SDCs were last updated but he estimates 8 to 10 years.

Councilor Coy said he felt an \$1100 increase over 10 years doesn't seem too much to ask. He said \$3800 compared to other cities doesn't seem unreasonable.

In response to a question from Mayor Weiss, MacKenzie said we can charge up to \$13,000 but the Council can decide any figure below that.

MacKenzie said the City of Creswell is at \$3749 but they have different needs and a different project list but they are similar in size.

In response to a question from Councilor McCoy, MacKenzie said he doesn't know when Creswell adopted that figure.

Council President Cotter said this type of SDC fee will change and that \$3800 figure is an good figure to use. He said if we all agree at that figure, it's a starting point and recognize we have all of these projects but we'll be able to meet our requirements.

Mayor Weiss said \$3800 is an amount that most developers should feel that we are trying to work with them.

MacKenzie said hopefully they will agree, we can easily and justifiably establish a fee of \$13,031 based on our list but it's not to say the market will support it. He said we could go with any number but with the expectation we wouldn't build everything on the list.

In response to a question from Mayor Weiss, MacKenzie said everything the Council adopts is amendable. If we find we aren't meeting expectations, it can be looked at in the future but we have numbers and we have that flexibility.

Councilor Kenney suggested we start at \$3800 and direct staff to bring it back for annual reviews.

After a brief discussion, it was the consensus of the Council to set the Transportation SDC at \$3800 per PM peak hour trip and include that figure in the resolution for possible adoption.

In response to a question from Michel, MacKenzie said \$3800 is the multiplier for single family residential development, so for commercial and industrial development, which generates more PM peak hour trips, the fee will be higher.

MOTION: Councilor Cotter made a motion to direct staff to initiate an update of the City's Transportation SDC for the full recommended Transportation SDC and Project List, and apply a reduced Transportation SDC according to Option 2 in the memo per PM peak hour trip. Councilor McCoy seconded the motion which passed with a vote of 5-0.

c. Finance Director.....Shauna Hartz

(1) Transfer Appropriations for 2019-2020 Fiscal Year

i. Agenda Item Summary

Hartz said this transfer is for the current fiscal year. She said when preparing the budget we use a lot of estimates and timelines, and sometimes we miss the mark. She said two projects that were started late in fiscal year 2019-20 and/or were delayed, were the 8th St.

Improvements and some of the relocation of the Jeans Rd. Lift Station which caused us to spend more in that budget year. In the Building Inspection fund, we received more payments for building permits paid with bank cards which increased our fees more than she anticipated in the budget. Hartz said Oregon Budget Laws allow us to make these transfers from one expenditure classification to another by resolution. She said it does not change the ending fund balance or total revenue. She reviewed the resolution and what the new appropriation will be. She said the transfers will show up in the year-end report in the schedule of expenses.

ii. **RESOLUTION No. 1299 – A RESOLUTION TRANSFERRING APPROPRIATIONS FOR 2019-2020 FISCAL YEAR**

MOTION: Councilor Cotter made a motion to approve Resolution No. 1299, a Resolution transferring appropriations for the 2019-20 fiscal year, as presented. Councilor McCoy seconded the motion which passed with a vote of 5-0.

d. City Administrator.....Matt Michel

(1) Cost Adjustment to Intergovernmental Agreement (IGA) for Building Permit Program Services

Michel said he is requesting the Council adopt Addendum 2 to the IGA with the City of Cottage Grove for building permit services. He said our costs decreased because the City of Coburg entered into contract with Cottage Grove to provide the same services.

In response to a question from Councilor Kenney, Michel said our fees decreased about \$5,000 per quarter, however, Veneta is more active so we carry a 20% share of the cost and Creswell and Coburg will pay roughly a 15% share each.

In response to questions from Mayor Weiss, Michel said cities are continuing to explore cost effective options. He said when Coburg approached Cottage Grove, Cottage Grove reached out to us and Creswell to ask what we thought about Coburg requesting inspection services. Michel said he appreciated their partnership and felt that the level of services could continue to be provided. Should another city approach Cottage Grove, we'll deal with that at that time. He said they are able to provide a fairly timely service. Our inspector is available on Tuesdays and Thursdays and is very responsive with developers and the level of services has been very good.

Mackenzie said there was an effort from the State Building Codes Division to limit the number of private inspectors that contract with municipalities to provide inspection services. He said they are working to restrict it to three participants but if that goes through, we should be okay.

MOTION: Councilor Cotter made a motion to authorize the City Administrator to sign Addendum No. 2 to the IGA with the City of Cottage Grove for the purpose of providing building permit program services. Councilor Coy seconded the motion which passed with a vote of 5-0.

(2) Zayo Fiber Update

Michel said this has been on our to-do list for quite some time. He said when we last left this project, we shared a right of way with Zayo and ODFW said we needed to work with Zayo to get that right-of-way in order to get the fiber. Zayo requested if they could negotiate our agreement with LCOG. He said Zayo does a lot of these middle mile fiber agreements routinely and they felt more comfortable working with LCOG. He said he wanted to update the Council that LCOG is negotiating on our behalf that right-of-way and stretch of fiber with Zayo. He said he hasn't heard anything conclusive but nothing bad. He said if it plays out as it is, it will be LCOG signing that contract on the City's behalf and providing that fiber to us.

In response to a question from Mayor Weiss, Michel said the next step is we will still have 1 ¾ miles of line to get strung from the Bonneville Power Administrator (BPA) substation around the corner to Cantrell. He said originally we put the entire project out to bid and Hunter Communications was awarded the contract and he's been working with them to scale the project down. Once we figure out this part, he'll go back to Hunter Communications to rebid the smaller section. He said the next question is how do we get it lit up?

(3) Questions from Councilors

None

6. OTHER

Michel shared a thank you from the 2020 graduating class of Elmira High School for the donation the Council made for their graduation night celebration.

In response to a question from Mayor Weiss, Cornelius said they did not hold the event but celebrated in another way.

In response to a question from Council President Cotter, Cornelius said staff received word that we could enter into Phase 2 for opening the pool but the guidance and guidelines were somewhat cloudy. She said we also have to see if it's even feasible to move forward. She said if we do, it won't look or feel the same and usage will be very limited. She's hopeful but we'll have to wait and see. She said most of the restrictions address lap swimming, maintaining social distancing in the pool, and cleaning and sanitizing all surfaces. She said families are limited to two members per family. She said there are also several obstacles with training staff, one of which is the American Red Cross isn't certifying new lifeguards. She said staff is trying to piece it together but it's difficult. She said the City had partnered with Willamalane, the City of Eugene, the American Red Cross, and YMCA on a project called "Water Watchers" which requires a responsible adult who agrees to watch the kids in the water without distractions to keep kids safe in the water.

In response to a question from Mayor Weiss, Cornelius said we'll need more personnel to clean and sanitize as well as staff to monitor the pool to make sure swimmers are practicing social distancing. She said only a certain number of swimmers will be allowed in the pool. Once they exit, the entire facility will need to be sanitized and then the next shift of swimmers will come in. Swimmers will be required to exit and enter the facility from different areas.

Councilor Coy said he knows the pool is not profitable before all of this happened. He said it's going to be that much more expensive and he just doesn't see it penciling out. At some point it's not feasible.

Council President Cotter is concerned whether or not we'll have a trained staff.

Cornelius said 18 returning employees responded and that's the highest number she's seen. She said as far as bringing on additional staff, we don't know what that looks like. She will put the numbers together and bring that to the Council.

In response to a question from Mayor Weiss, Cornelius said she has already reached out to the City of Eugene to inquire if they know of any lifeguards looking for employment.

In response to a question from Councilor McCoy, Cornelius said recreational swim will look different. She said one idea they're looking into is increasing family swim options. Stacy said COVID-19 is not transferrable in pools however, social distancing is still required.

MacKenzie said he and Garbett are at the Fern Ridge Service Center and they are very comfortable there.

Michel said now that the Community Center is back open, we will need to develop some guidelines for renters of the Center to follow, how many people can be in there, account and track who's there, who will be responsible for cleaning, and how renters leave it.

Mayor Weiss said the new Management Analyst will start on June 22nd. He said her name is Jana and she replaced Jenna.


7. ADJOURN

Mayor Weiss adjourned the Veneta City Council at 7:42 p.m.



Keith Weiss, Mayor

ATTEST:



Darci Henneman, City Recorder
(Minutes prepared by DHenneman)